

Academic Staff Personnel Rules

Chapter Six - Evaluation

ACS 6.0. Evaluation of Academic Staff.

All evaluation processes for the academic staff shall be conducted in a manner consistent with any particular requirements of the University's compensation guidelines (which are normally issued on a yearly basis). For academic staff with a split assignment, the unit in which the assignment is greatest shall have responsibility for initiating the evaluation. All other supervisors shall file evaluations with the initiating unit, with copies also provided to the next level of administrative reportage (i.e., a director files copies with the other unit's supervisor or director and also with the Vice Chancellor or equivalent administrator to whom they report). In the event that the assignment is split evenly between two or more units, the Provost and Vice Chancellor shall decide which unit shall originate the recommendation if one of the appointments is in Academic Affairs. If none of the assignments is in Academic Affairs, the Chancellor shall decide.

ACS 6.1. Instructional Academic Staff.

- (1) For all instructional academic staff, annual face-to-face meetings will be held with supervisors to discuss performance.
- (2) Continuing instructional academic staff will be evaluated every two years for the previous **two calendar years**. Academic staff on terminal appointments will be evaluated each year for the previous calendar year.
- (3) This evaluation will include at least one classroom visit by a department (or equivalent) colleague, and at least three classes of student evaluations during any two year period for instructional academic staff teaching half time or more.
- (4) Expectations in the areas of teaching, scholarship and service will be communicated (in writing) at the prior year's evaluation for continuing academic staff or at the start of the contract for terminal academic staff. The expectations for instructional academic staff are typically different from those for tenured and tenure-track faculty, as determined by the college and/or department (or equivalent).
- (5) Instructional academic staff may provide an annual evaluation folder describing their activities in relation to the expectations provided.
- (6) Peer and student evaluations along with review of material supplied by the academic staff member will be used to establish merit.
- (7) Specific methods for determining merit will be established in each college.

ACS 6.2. Professional/Administrative Academic Staff.

The University of Wisconsin System requires annual evaluation of professional/administrative academic staff. In addition, the University of Wisconsin Oshkosh Salary Adjustment Guidelines require that supervisors of such academic staff provide performance/merit expectations, including the relative weights of criteria, well in advance of merit evaluation. Academic staff members must have an opportunity to submit relevant documentation addressing these expectations and their individual performance. The dates used in subsections (3) to (7) below approximate the actual dates as established each year will be published in the annual calendar.

- (1) Annual evaluations cover the preceding calendar year (Jan. 1 - Dec. 31). Individuals with split appointments will be evaluated in each assignment area.
- (2) Supervisors of professional/administrative academic staff will meet with the academic staff member to review, discuss and establish performance expectations that may either be in the form of a listing of specific goals, projects or initiatives (including the relative priority assigned to each item) or through the establishment of any other relevant performance/merit standards (that should also be presented in a manner that includes relative priority or appropriate weighting of these factors).

- 1 (3) Before the first week of December, supervisors will request in writing that profession-
2 al/administrative academic staff submit information summarizing relevant activities and accom-
3 plishments during the preceding calendar year.
- 4 (4) By the end of the first week of January, professional/administrative academic staff will provide the
5 information requested. The materials will include information related to the performance/merit ex-
6 pectations discussed and agreed on during the previous evaluation conference. Those with split
7 appointments and/or teaching assignments will submit appropriate information on activities to the
8 respective areas of assignment.
- 9 (5) By the end of the third week in January, supervisors will complete their evaluations and schedule
10 conferences with each individual. The conferences will provide both positive and negative feed-
11 back on performance, establish performance/merit expectations and the weight of the criteria for
12 the next evaluation, and discuss development activities which might be used to strengthen the
13 staff member's preparation and performance.
- 14 (a) Performance/merit expectations should be specific to the individual and position.
- 15 (b) The supervisor will summarize the evaluation of the previous year's performance in writing
16 and discuss performance/merit expectations and the weight of criteria for the coming year.
- 17 (c) Performance/merit expectations and evaluations must include support for and implementation
18 of Affirmative Action and Equal Opportunity.
- 19 (d) The staff member will sign the evaluation document to acknowledge that the information has
20 been seen and discussed. The person evaluated may append any written disagreement.
- 21 (6) By the end of the first week of February, evaluation conferences will be completed and copies of
22 the signed evaluation document [including any appendices from 5(d)] will be forwarded to the ap-
23 propriate Dean, Vice Chancellor, or equivalent. Supporting documentation should not be included.
- 24 (7) By the end of the second week of February, evaluation documents will be forwarded to the Hu-
25 man Resources Director.
- 26 (8) The evaluations prepared during this process will become the basis for distributing the portion of
27 the annual salary adjustment based upon merit.